भारत सरकार
Government of India
पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय
Ministry of Environment, Forest & Climate Change

केंद्रीय चिड़ियाघर प्राधिकरण
Central Zoo Authority

ई–मेल/पोस्ट
E-MAIL & BY POST

BY POST/E-MAIL

F.No.25-1/2002-CZA(Vol.II)/4400/2018

DATE: 12/09/2018

OFFICE MEMORANDUM

Subject: Submission of Statutory Annual Report by the Zoos to the CZA – Format thereof – regarding.

It is to inform that as per the provisions under the Rule 11(2) of the Recognition of Zoo Rules, 2009, all zoos recognized by this Authority under Sec 38 H of the Wild Life (Protection) Act, 1972 are required to submit an Annual Report to this Authority by 30th June every year. The relevant Rule is quoted below:

'Every zoo shall submit an annual report of its activities and compliance of the conditions stipulated by Central Zoo Authority for each financial year to the Central Zoo Authority by 30th day of June of the year.'

In the absence of any prescribed format in this regard, the Annual Reports received from the recognised zoos were not uniform and many times the relevant information were not being incorporated in the Annual Reports of the zoos.

Accordingly, the matter was considered in the 85th meeting of the Technical Committee of the Central Zoo Authority held on 26th March, 2018 and a format for submission of the Annual Report by the Zoos was considered by the Committee and recommended for consideration and approval of the Central Zoo Authority.

The Central Zoo Authority in its 31st Meeting held on 26th June, 2018 approved the format for submission of the Annual Report to the Central Zoo Authority under the Rule 11(2) of the Recognition of Zoo Rules, 2009.

बी -1 विंग, 6 तल, पं.दीनदयाल अंत्योदय भवन, सी॰जी॰ओ. कॉम्प्लेक्स, लोधी रोड, नई दिल्ली – 110003
B-1 Wing, 6th Floor, Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi – 110003
दूरभाष (Tel) : 011-24367846, 24367851, 24367852 फ़ैक्स (Fax) : 011-24367849
ईमेल (Email): cza@nic.in, वेबसाइट (Website): http://www.cza.nic.in

A copy of the approved format for submission of the Annual Report to the Central Zoo Authority by the zoos is attached herewith for information and necessary action. In view of the above, the Annual Report of the zoo shall be submitted to this Authority in the prescribed format.

Encls. As above

(Dr. D. N. Singh)
Member Secretary

To

Operators of the recognised zoos.
(Under sub-rule m of the Rule 2 under the Recognition of Zoo Rules, 2009)

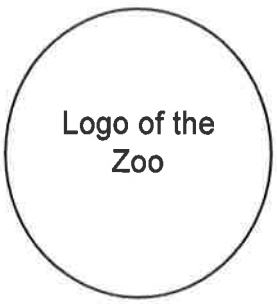
Copy for information and necessary action to:

1. The Chief Wildlife Warden of all States/UTs.
2. The Municipal Commissioner of Ahmedabad, Aurangabad, Coimbatore, Cuttack, Gwalior, Indore, Mumbai, Pune, Rajkot, Solapur, Surat, Thanjavur and Vadodara,
3. The Managing Director of Steel Plants at Bhilai, Bokaro, Jamshedpur and Rourkela.
4. The Officer – in – charge of all recognized zoos.

<Name of the Zoo>

(Please mention name of the Zoo)

Annual Report for the year 2017-18



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2.	History of the Zoo	
3.	Vision	
4.	Mission	
5.	Objective	
6.	About us	
7.	Organizational Chart	
8.	Human Resources	
9.	Capacity Building of the zoo personnel	
10.	Zoo Advisory Committee	
11.	Health Advisory Committee	
12.	Statement of income and expenditure of the Zoo	
13.	Daily feed Schedule of animals	
14.	Vaccination Schedule of animals	
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S.No	Section	Page Number
16.	Disinfection Schedule	
17.	Health Check-up of employees for zoonotic diseases	
18.	Development Works carried out in the zoo during the year	
19.	Education and Awareness programmes during the year	
20.	Important Events and happenings in the zoo	
21.	Seasonal special arrangements for upkeep of animals	
22.	Research Work carried out and publications	
23.	Conservation Breeding Programme of the Zoo	
24.	Animal acquisition / transfer / exchange during the year	
25.	Rescue and Rehabilitation of the wild animals carried out by the zoo	
26.	Annual Inventory of animals	
27.	Mortality of animals.	
28.	Status of the Compliance with conditions stipulated by the Central Zoo Authority	
29.	List of free living wild animals within the zoo premises	

1. **Report of the Officer-in-charge**

2. **History of the Zoo**

3. **Vision**

4. **Mission**

5. **Objective**

6. **About us**

S.No.	Particulars	Information
Basic Information about the Zoo		
1	Name of the Zoo	
2	Year of Establishment	
3	Address of the Zoo	
4	State	
5	Telephone Number	
6	Fax Number	
7	E-mail address	
8	Website	
9	Distance from nearest	Airport:
		Railway Station:
		Bus Stand:
10	Recognition Valid upto (Date)	

S.No.	Particulars	Information
11	Category of zoo	
12	Area (in Hectares)	
13	Number of Visitors (Financial Year)	Adult :
		Children :
		Total Indian :
		Total Foreigners :
		Total Visitors:
14	Visitors' Facilities Available in Zoo	
15	Weekly Closure Day of the Zoo	
Management Personnel of the zoo		
16	Name with designation of the Officer in-charge	
	Name of the Veterinary Officer	
	Name of the Curator	
	Name of the Biologist	
	Name of the Education Officer	
	Name of the Compounder/ Lab Assistant	
Owner / Operator of the Zoo		
17	*Name of the Operator	

S.No.	Particulars	Information
18	Address of the Operator	
19	Contact details/Phone number of Operator	
20	E-mail address of Operator	

** Rule 2(m) of the Recognition of Zoo Rules, 2009.*

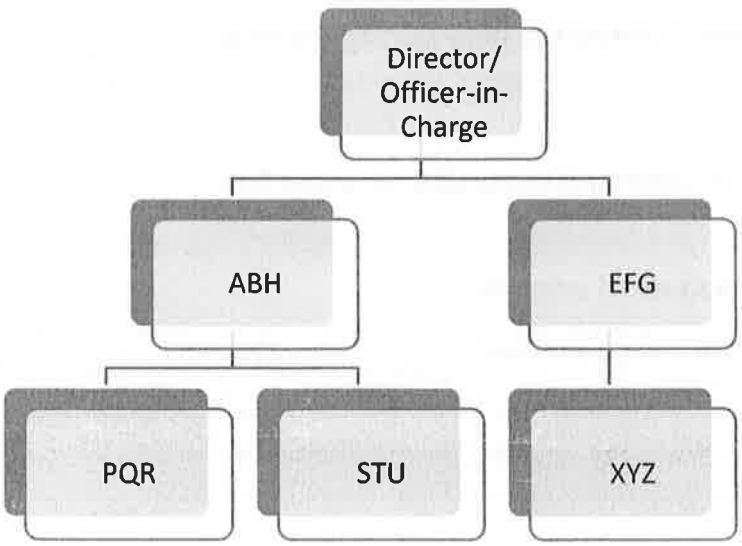
"Zoo Operator" means the person who has ultimate control over the affairs of the zoos provided that_____

I. in the case of a firm or other association of individuals, any one of the individual partners or members thereof; or

II. in the case of a company, any director, manager, secretary or other officer, who is in-charge of and responsible to the company for the affairs of the zoo; or

III. In case of zoo owned or controlled by the Central Government or any State Government or Union Territory Administration or any Trust or Society funded by the Central Government or a State Government or a Union Territory Administration, the Secretary of the concerned Department of that Government, or as the case may be the Union Territory Administration, shall be deemed to be the Zoo Operator.

7. Organizational Chart



8. Human Resources

Manpower of the Zoo*

Sl.No.	Designation	Number of Sanctioned Posts	Names of the incumbent

*Please give above mentioned information in respect of all zoo personnel, from the Officer in-charge upto the Animal Keeper.

9. Capacity Building of zoo personnel

Sl.No.	Name and designation of the zoo personnel	Subject matter of Training	Period of Training	Name of the Institution where the Training attended

10. Zoo Advisory Committee –

a. Date of constitution

b. Members

c. Dates on which Meetings held during the year

11. Health Advisory Committee–

a. Date of constitution

b. Members

c. Dates on which Meetings held during the year

12. Statement of income and expenditure of the Zoo

13. Daily feed Schedule of animals

Sl.No.	Species	Feed item	Quantity		Day of fasting
			Winter	Summer	

14. Vaccination Schedule of animals

Sl.No.	Species	Disease vaccinated for	Name of the Vaccine and dosage/ quantity used	Periodicity	Remarks

15. De-worming Schedule of animals

Sl.No.	Species	Drug used	Month

16. Disinfection Schedule

Sl.No.	Species	Type of enclosure	Disinfectant used and method	Frequency of disinfection

17. Health Check-up of employees for zoonotic diseases

Sl.No.	Name	Designation	Date of Health Check up	Findings of Health Check up

18. Development Works carried out in the zoo during the year

19. Education and Awareness programmes during the year

20. Important Events and happenings

21. Seasonal special arrangements for upkeep of animals

22. Research Work carried out and publications

23. Conservation Breeding Programme of the Zoo

24. Animal acquisition / transfer / exchange during the year

A.	Animals arriving in the Zoo				
	H.NO.	Species	Number (M:F)	From which Zoo	Date of arrival in the zoo
B.	Animals going from the zoo				
	H.NO.	Species	Number (M:F)	Going to which Zoo	Date of deposition from the zoo

25. Rescue and Rehabilitation of wild animals carried out by the Zoo

Sl.No.	Date of Rescue	Species with number of animals rescued with their sex (M: F:U:T)	Received from	Date of Submission of Report to the CWLW / CZA	Action taken	
					Date and Place of rehabilitation in their habitat	Reasons for housing in the zoo, if not released in their habitat

26. Annual Inventory of animals

Form – II

[See Rule 11(1)]

Part – A

Inventory Report for the Year :

Endangered Species*

S.No.	Animal Name	Scientific name	Opening Stock as on				Births			Acquisition			Disposal			Death			Closing Stock as on			
			M	F	U	T	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	T

*Animals under Schedule I and Schedule II of the Wild Life (Protection) Act, 1972

Part – B

Other than Endangered Species

S.No.	Animal Name	Scientific name	Opening Stock as on				Births			Acquisition			Disposal			Death			Closing Stock as on			
			M	F	U	T	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	T

27. Mortality of animals

Sl.No.	Animal Name (with individual identification mark, if any)	Scientific Name	Sex	Date of Death	Reason of Death as per the Post-mortem report

28. Compliance with conditions stipulated by the Central Zoo Authority

Sr. No	**Norm No.** under RZR, 2009	**Condition Stipulated**	**Time Period to Comply**	**Since when pending**	**Status with regard to compliance of the conditions**

29. List of free living wild animals within the zoo premises

a. Mammals
b. Birds
c. Reptiles

<Name of the Rescue Centre>

(Please mention name of the Rescue Centre)

Annual Report for the year 2017-18

Logo of the
Rescue Centre

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4.	Mission	
5.	Objective	
6.	About us	
7.	Organizational Chart	
8.	Human Resources for management of Rescue Centre	
9.	Capacity Building of Rescue Centre Personnel	
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12.	Statement of income and expenditure of the Rescue Centre	
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14.	Vaccination Schedule of animals	
15.	De-worming Schedule of animals	

S.No	Section	Page Number
16.	Disinfection Schedule	
17.	Health Check-up of employees for zoonotic diseases	
18.	Development Works carried out in the Rescue Centre during the year	
19.	Important Events and happenings	
20.	Seasonal special arrangements for upkeep of animals	
21.	Research Work carried out and publications	
22.	Rescue and Rehabilitation of the wild Animals	
23.	Annual Inventory of animals	
24.	Mortality of animals.	
25.	Status of the Compliance with conditions stipulated by the Central Zoo Authority	

1. **Report of the Officer-in-charge**

2. **History of the Rescue Centre**

3. **Vision**

4. **Mission**

5. **Objective**

6. **About us**

S.No.	Particulars	Information
Basic Information about the Rescue Centre		
1	Name of the Rescue Centre	
2	Year of Establishment	
3	Address of the Rescue Centre	
4	State	
5	Telephone Number	
6	Fax Number	
7	E-mail address	
8	Website	
9	Distance from nearest	Airport:
		Railway Station:
		Bus Stand:
10	Recognition Valid upto (Date)	
11	Area (in Hectares)	

S.No.	Particulars	Information
Management Personnel of the Rescue Centre		
12	Name with designation of the Officer in-charge	
	Name of the Veterinary Officer	
	Name of the Curator	
	Name of the Biologist	
	Name of the Compounder/ Lab Assistant	
Owner / Operator of the Rescue Centre		
13	*Name of the Operator	
14	Address of the Operator	
15	Contact details/Phone number of Operator	
16	E-mail address of Operator	

** Rule 2(m) of the Recognition of Zoo Rules, 2009.*

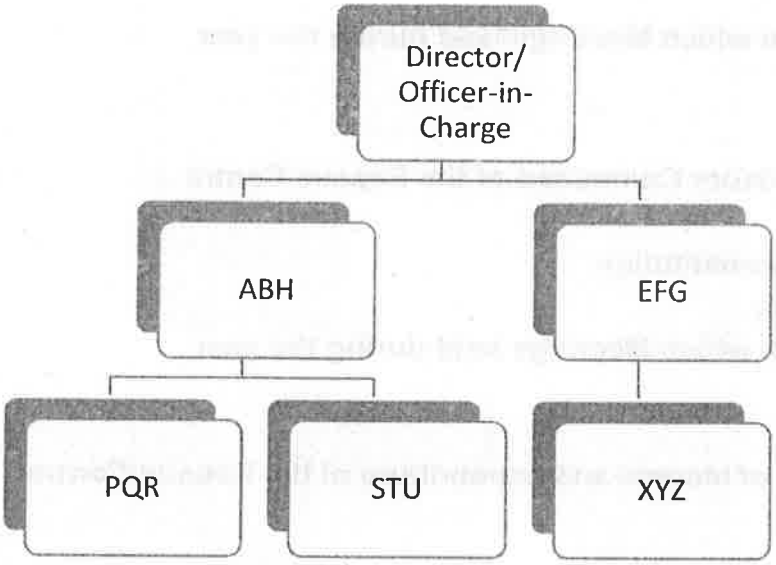
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II. in the case of a company, any director, manager, secretary or other officer, who is in-charge of and responsible to the company for the affairs of the zoo; or

III. In case of zoo owned or controlled by the Central Government or any State Government or Union Territory Administration or any Trust or Society funded by the Central Government or a State Government or a Union Territory Administration, the Secretary of the concerned Department of that Government, or as the case may be the Union Territory Administration, shall be deemed to be the Zoo Operator.

7. Organizational Chart of the Rescue Centre



8. Human Resources deployment for management of Rescue Centre (Officer in-charge to Animal Keeper - Sanctioned posts, in-position and vacant posts)

Human Resources of the Rescue Centre*

Sl.No.	Designation	Number of Sanctioned Posts	Names of the incumbent

*Please give above mentioned information in respect of all Rescue Centre personnel, from the Officer in-charge upto the Animal Keeper.

9. Capacity Building of Rescue Centre personnel

Sl.No.	Name and designation of the Rescue Centre personnel	Subject matter of Training	Period of Training	Name of the Institution where the Training attended

10. **Rescue Centre Advisory Committee –**

    a. **Date of constitution**

    b. **Members**

    c. **Dates on which Meetings held during the year**

11. **Health Advisory Committee of the Rescue Centre –**

    a. **Date of constitution**
    b. **Members**
    c. **Dates on which Meetings held during the year**

12. **Statement of income and expenditure of the Rescue Centre**

13. **Daily feed Schedule of animals**

Sl.No.	Species	Feed item	Quantity		Day of fasting
			Winter	Summer	

14. **Vaccination Schedule of animals**

Sl.No.	Species	Disease vaccinated for	Name of the Vaccine and dosage/ quantity used	Periodicity	Remarks

15. **De-worming Schedule of animals**

Sl.No.	Species	Drug used	Month

16. Disinfection Schedule

Sl.No.	Species	Type of enclosure	Disinfectant used and method	Frequency of disinfection

17. Health Check-up of employees for zoonotic diseases

Sl.No.	Name	Designation	Date of Health Check up	Findings of Health Check up

18. Development Works carried out in the Rescue Centre during the year

19. Important Events and happenings

20. Seasonal special arrangements for upkeep of animals

21. Research Work carried out and publications

22. Rescue and Rehabilitation of wild animals.

Sl.No.	Date of Rescue	Species with number of animals rescued with their sex (M: F:U:T)	Received from	Date of Submission of Report to the CWLW / CZA	Action taken	
					Date and Place of rehabilitation in their habitat	Reasons for housing in the zoo, if not released in their habitat

23. Annual Inventory of animals

Form – II

[See Rule 11(1)]

Part – A

Inventory Report for the Year :

Endangered Species*

S.No.	Animal Name	Scientific name	Opening Stock as on				Births			Acquisition			Disposal			Death			Closing Stock as on			
			M	F	U	T	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	T

*Animals under Schedule I and Schedule II of the Wild Life (Protection) Act, 1972

Part – B

Other than Endangered Species

S.No.	Animal Name	Scientific name	Opening Stock as on				Births			Acquisition			Disposal			Death			Closing Stock as on			
			M	F	U	T	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	T

24. Mortality of animals

Sl.No.	Animal Name (with individual identification mark, if any)	Scientific Name	Sex	Date of Death	Reason of Death as per the Post-mortem findings

25. Compliance with conditions stipulated by the Central Zoo Authority

Sr. No	Norm No. under RZR, 2009	Condition Stipulated	Time Period to Comply	Since when pending	Status with regard to compliance of the conditions